

## POSITION IDENTIFICATION

Functional Title: Maintenance/Caretaker  
Department: Park County Fair Grounds  
Supervisor: Fair Manager  
Subordinates: None  
Status: Non-exempt  
Work Schedule: Tuesday-Saturday  
Pay Scale:

## POSITION SUMMARY

The position of Maintenance/Caretaker is a regular three quarter time position with Park County. The position works for the Park County Fair Board and Fair Manager, with the job site being the grounds and buildings of the Park County Fair Grounds.

## DIMENSIONS

Area: 10 acres comprised of land and buildings

## ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Attend to the security of the grounds and buildings. Provide whatever service is needed in the way of maintenance for functions or activities that are held on the grounds. The Fair Manager will notify the Maintenance/Caretaker at least once a week in advance of all functions. Upon the absence of the manager, the job holder will assume to duties of renting the outside services and the collection of rental fees, excluding exhibit building and arena.

Security of the entire fair grounds includes twelve buildings and an arena.

\*\*\*\*\*Must live on the premises.

2. See to the preparation of any buildings necessary which are to be used for functions or activities and see to the cleaning of them afterwards.
  - a. Restrooms must be cleaned. Floors must be swept and mopped. Toilets must be functioning properly and cleaned after each activity. Restrooms must be stocked with paper products. Restroom lights and fixtures maintained on a regular basis.
  - b. Exhibit Building and Dining Room must be cleaned. On an as need basis, the floors must be dry and wet mopped. Fluorescent lights must be monitored and replaced as needed.
  - c. All the barns must be clean and suitable for public use.

3. Perform general maintenance on the fair grounds or any buildings located thereon.
  - a. Lawn Care
    - Mowing lawns and weed eating the entire grounds.
    - Sprinkling the lawns
    - Monitoring the sprinkling
    - Assist with tree and flower care
  - b. Garbage
    - Keep areas in and around the fair grounds clean.
    - Monitor garbage in the back parking lot and arena area as well as surrounding area
    - The house and living area provided for the maintenance person must be kept up and clean at all times.
    - Monitor garbage inside and outside the main facilities
  - c. Arena Maintenance
    - Working the arena as needed.
    - Organize installation and take down of fair ground's speakers.
4. Perform special maintenance and upkeep as prescribed by the Park County Fair Board.
  - a. Make sure all doors and overhead doors are in operational order
  - b. Painting and/or staining of buildings as needed.
  - c. Winterizing restrooms, showers, concession stand, hog barn, and sprinkler system.
  - d. Keep sidewalks free of snow and debris.
  - e. Any and all other maintenance prescribed by fair manager and/or fair board.
5. Notify the Fair Board and/or manager immediately of any maintenance problems that arise that the Maintenance Person cannot correct on his/her own.
6. Report any problems that arise during any function or activity held at the fair grounds.
7. Purchase supplies needed for the upkeep and maintenance of the fair grounds up to \$100.00. The Fair Manager and/or Fair Board must first approve any purchases.
8. Be available to the Fair Manager and ground lessees on an as needed basis. In addition, the Maintenance person must be available one month before, two weeks after, and the week of the Park County Fair.
9. Will not make any personal charges on the Fair Ground's accounts.

10. An active cell phone is required for the position. And the fair manager must have the cell phone number to reach the Maintenance Person in case of an emergency.
11. Be on the fair grounds before, during and at the end of functions or activities held at the fair grounds, unless other arrangements have been made with the Fair Manager.
12. Turn in all receipts and/or charge slips for all transactions to the fair manager twice a week.
13. Be responsible for all motorized equipment, tools, building supplies, tables, chairs, bleachers, fences, gates, pens, and other items located on the fair grounds.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

General working knowledge of Electricity, Plumbing, Mechanics, Carpentry, and Custodial Applications.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Current Montana Driver's License

**OTHER SKILLS and ABILITIES:**

Position requires the operation of a Skid Steer Loader and Tractor Loader.